Title: Messenger

Pay Scale Group: 83

Essential Function

Under close supervision from office supervisor; load, deliver and pick up miscellaneous items from designated area.

Characteristic Duties

1. Deliver, sort, or pick up miscellaneous items; load and carry items (e.g., mail, medical records, parcels, messages, specimens, etc.).

2. Pick up requisitioned supplies as required.

3. May escort patients or visitors to other areas.

4. Complete logs or reports as required; may handle telephone inquiries.

5. Perform related duties based on departmental need.

Unusual Working Conditions

- May be required to handle potentially infectious specimens. Lifting heavy materials all day.

Minimum Qualifications

- Read and write common vocabulary; ability to lift up to 70 pounds; three months customer service.

Last updated: January 1987